

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE**

HILL AFB INSTRUCTION 51-901

3 FEBRUARY 2011



Law

**INSPECTION OR SEARCH OF
GOVERNMENT PROVIDED PROPERTY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Jon Jepperson)

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This instruction outlines procedures for the inspection or search of government provided property. It applies to all Ogden Air Logistics Center organizations and tenant units on Hill Air Force Base (AFB)-affiliated property, and to all military members, government employees, contractor personnel, and other civilians who work, reside, or visit on Hill AFB-affiliated property. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the AF Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims/cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers.

SUMMARY OF CHANGES

This revision updates where claims can be filed, and makes grammatical changes.

1. General. All government property, including but not limited to lockers, desks, tool boxes, or other such items provided to military members, civilian employees, and all other civilians on base for use in carrying out their duties, is subject to inspection or search with the approval of the appropriate commander or supervisor. Government property is provided to employees for the purpose of facilitating the work of the Agency.

2. Private Property.

2.1. Employees may avoid exposing personal belongings to inspection and search by simply leaving them at home. Lawful private property may, however, be kept in a government-

owned receptacle, and a private lock for protection may be placed on the receptacle if, in the judgment of the immediate supervisor, use of the receptacle for government purposes is not impaired.

2.2. The presence of private property or a private lock, however, does not diminish the right of commanders and supervisors to approve an inspection or search, nor does it change an individual's responsibility to protect government property in accordance with other directives and applicable laws.

2.3. This regulation does not require the Department of the Air Force to protect private property stored in government receptacles.

3. Procedures.

3.1. Inspections and searches may be conducted for non-investigatory work-related purposes, and for an investigation into work-related misconduct.

3.2. Inspections and searches will be random (e.g., every third desk, every other locker, etc.), total (all lockers or all desks in an identifiable work area), or directed at a specific item of government property.

3.3. Reasonable effort will be made to have the employee utilizing the government property present when an inspection or search is conducted. However, if the employee is not immediately available, the inspection or search may be conducted without the employee being present.

3.4. At least two management representatives will be present during any such inspection or search.

3.5. If a private lock is damaged when removed in the absence of the employee, it will be replaced with a comparable lock, or the owner will be advised he or she may present a claim for its value to the Office of the Staff Judge Advocate, Claims Division (OO-ALC/JAD). No replacement or claim is authorized when the employee refuses or otherwise fails to remove the lock after being notified of the inspection.

3.6. If private locks are removed in the absence of the employee, the contents of the inspected property will be safeguarded by management.

4. Non Applicability. This instruction has no application to searches or inspections otherwise authorized. With respect to persons who are subject to the Uniform Code of Military Justice (UCMJ), it does not limit or in any way restrict the power or authority of a commander to authorize and execute searches, seizures, inspections, inventories, views, and intrusions under the Military Rules of Evidence. With respect to persons who are not subject to the UCMJ, it does not limit or in any way restrict the power or authority of the Installation Commander or Military Magistrate to authorize searches based on probable cause or for other lawful reasons.

5. Privacy. This instruction affects the privacy of persons who place personal property in government provided receptacles.

6. Questions. For questions regarding this instruction, contact the Office of the Staff Judge Advocate (OO-ALC/JA).

7. Prescribed and Adopted Forms.

7.1. Prescribed Forms.

There are no prescribed forms in this publication.

7.2. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

PATRICK C. HIGBY, Colonel, USAF
Commander, 75th Air Base Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records Abbreviations and Acronyms*, 1 March 2008

Acronyms

AFB— Air Force Base

OO—ALC/JA - Office of the Staff Judge Advocate

OO—ALC/JAD – Office of the Staff Judge Advocate, Claims Division

UCMJ— Uniform Code of Military Justice

RDS— Records Disposition Schedule